

City of Harrington

Position Description

CLASS TITLE: PUBLIC WORKS FOREMAN
(ESSENTIAL PERSONNEL)

DEPARTMENT: PUBLIC WORKS

DATE: JANUARY 6, 2013

SUMMARY STATEMENT

Performs skilled maintenance and operational tasks of a technical nature for the City under direction of the Public Works Supervisor. Plans and oversees projects of Public Works as assigned by the Public Works Supervisor. The incumbent has important responsibility involving varied and complex public work's projects.

DESCRIPTION

Essential Duties and Responsibilities (Illustrative Only):

- Troubleshoot and perform minor repairs to mechanical and electrical equipment.
- Train and supervise work of other staff as directed.
- Operates miscellaneous equipment, such as street sweeper, trucks, loaders, grader, tractors, etc. as required.
- Maintains rotating on-call schedule with other department employees.
- Available for working long hours as needed occasionally in emergency situations.
- Keeps Public Works Supervisor informed as to any problems that could or may have adverse effects on the operation of the City.
- Maintains pump stations.
- Maintains metering equipment.
- Inspects work site for unsafe conditions and report same immediately to supervisor.
- Performs routine testing of water samples from City.
- Acquire and maintain license for water testing, fluoride, and hyper chloride.
- Acts in the absence of the Public Works Supervisor.
- Plans and organizes daily activities for area of responsibility; ensures timely completion of assignments in compliance with City policy, procedures, and safety regulations.
- Interacts with customers to provide information, discuss and resolve issues, problems, and complaints relating to the area of responsibility, or provide estimates.
- Sets up and maintains record system; processes daily paperwork including work orders, memos, requisitions, and/or personnel information.

- Oversees and monitors maintenance and cleaning of equipment for area of responsibility, requisitions new materials and equipment as required.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts staff and other professional meetings to exchange information; attends in-service training and technical or professional classes or seminars to improve technical or professional skills.
- Performs other duties as assigned.

Supervision Received:

Works under direction of the Public Works Supervisor.

REQUIREMENTS

Knowledge, Skills and Abilities:

- Knowledge of equipment and tools used on a variety of jobs.
- Knowledge and skill to inspect, repair, and adjust pumps, wells, hydrants, valves, well house equipment, and sewer and water lines.
- Ability to establish and maintain effective working relationships with supervisor, employees, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing; ability to prepare written reports and give verbal presentations.
- Ability to understand and abide by the regulations of operating a Public Works department.
- Ability to read and interpret blueprints and manufacturer's technical data
- Ability to understand and follow oral and written instructions.
- Knowledge of materials, methods, technical questions, maintenance, repairs, occupational hazards, and standard safety rules.
- Knowledge of computerized applications.
- Ability to supervise staff.
- Working knowledge of City, County, State and Federal building regulations.
- Ability to present a professional image.
- Ability to maintain a high degree of confidentiality regarding material of potentially sensitive nature.
- Ability to act in a decisive manner, using good judgement.
- Must be able to assess problems and situations, as well as ability to evaluate alternatives.
- Must maintain high levels of accuracy and organizational skills.
- Performs routine testing of water samples from City.
- Acquire and maintain license for water testing, fluoride and hyper chloride.
- Ability to do manual labor.
- Regular and timely attendance.

Desired Education & Experience:

- High School diploma; and
- Three (3) years or more of related experience in Public Works position and/or construction or infrastructure skills; and
- The ability to operate and maintain Public Works maintenance equipment.
- Must have a valid driver's license and Certified Water Operator license.

Special Requirements

Must obtain a current criminal history background check, physical and drug test. Must have a valid driver's license and Certified Water Operator license.

Tools & Equipment Used:

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine, walkie-talkie, street sweeper, backhoe, lawn mower, and other required tools and equipment as needed.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can vary as the work environment could change.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selection is recommended by the City Manager to the Personnel Committee and City Council for final action.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

City Manager

Effective Date: _____